



Vacancy Announcement
(Announcement Number: 17-04)

USAID/Nepal invites applications for employment from all interested and qualified U.S Citizens for the position of Professional Development Advisor in the USAID/Nepal Director's Office (DIR) under a Personal Services Contract (PSC), subject to availability of funds.

- OPEN TO: All interested and qualified U.S. Citizens currently residing in Nepal.
- POSITION: Professional Development Advisor, USPSC Resident Hire GS-12 (\$62,722-\$81,541 per annum). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background.
- NUMBER OF POSITIONS: 1
- OPENING DATE: June 23, 2017
- CLOSING DATE: July 7, 2017, 5:00 P.M Kathmandu Time
- PERFORMANCE PERIOD: Six months, with possibility of extension, subject to continuing needs of the position and availability of funds.
- WORK HOURS: Full-time; 40 hours per week

NOTES:

- U.S. CITIZEN WHO AT THE TIME OF HIRE AS A PSC RESIDES IN THE COOPERATING COUNTRY.
- U.S CITIZEN RESIDENT HIRE PSC IS ELIGIBLE FOR FICA, HEALTH INSURANCE AND LIFE INSURANCE IN ACCORDANCE WITH USAID POLICY. RESIDENT HIRE CONTRACTORS ARE NOT ELIGIBLE FOR ANY OTHER FRINGE BENEFITS.
- AS A RESIDENT HIRE, NO MOVING, LODGING OR RELOCATION TRAVEL EXPENSES WILL BE EXTENDED TO SUCCESSFUL APPLICANTS.

BASIC FUNCTION OF THE POSITION

The Advisor will provide technical and management support for FSN empowerment activities, including support for the extensive review, analysis, and implementation of personnel approaches designed to maximize employee engagement and leadership. S/he will coordinate extensively with the Executive Office, with particular attention to FSN oriented human resource and professional development requirements.

POSITION REQUIREMENTS

The Advisor will be required to have the academic background and work experience necessary to immediately support FSN empowerment initiatives. S/he must possess expert-level technical knowledge and have demonstrated expertise in career development and mentorship, limited project management and project design, and oversight. The Advisor will be expected to quickly learn the unique nature of FSN professional development fundamentals, including by engaging with Nepal Mission staff, other Missions,, and USAID/Washington. The Advisor will be expected to serve as a mentor for USAID's Nepali staff and engage with American Junior Officers to proactively enhance their capacity and technical knowledge.

The Advisor will report to the Deputy Mission Director, but s/he will be expected to operate with great independence in dealing with FSN personnel and empowerment issues. S/he will have considerable latitude in the exercise of her/his duties for program design, management, and evaluation, and for the identification and resolution of issues affecting FSN staff performance using various methods proven in the Nepali and other contexts to improve FSN leadership roles and capacities at USAID/Nepal.

QUALIFICATIONS: EDUCATION/EXPERIENCE REQUIRED FOR THE POSITION

This is a mid-level position in a high-profile USG foreign assistance program that requires extensive knowledge, experience, maturity, and an ability to function in a complex, highly demanding, and often uncertain environment. The ideal candidate will have extensive experience in varied aspects of professional development. Minimum qualifications include a graduate degree in leadership, strategy, management, business, administration, or something of equivalence. Five years of experience is required, with a preference for some this period spent in a developing country context.

Specific characteristics of the ideal candidate include:

- A Master's degree in related field as noted above.
- Experience in guiding employees on career development issues.
- Demonstrated success in developing, implementing, and institutionalizing professional development solutions and achieving consensus for an organizational approach in this regard.
- Demonstrated experience in supporting new and innovative approaches for career development.
- Experience working with minimal oversight to accomplish complex and demanding tasks that require both technical and managerial expertise. This includes complex negotiation of new approaches to professional development/leadership; and ability to independently conduct research, analysis, and reports that both inform and guide USAID professional development choices for Foreign Service Nationals and recently- hired USAID direct hire staff.
- Ability to maintain an accelerated work pace in order to produce results under scrutiny and visibility.
- Strong communications, interpersonal, teamwork, mentoring, and leadership skills. Ability to prepare reports and technical and policy briefs, sometimes with short deadlines. Experience with the management and leadership of teams. Ability to interact and work effectively with organizational management and support offices. Experience and comfort with management information systems.

SELECTION CRITERIA (BEYOND MINIMUM QUALIFICATION)

The candidate should be available to begin employment under this contract within 1 month of an offer of employment.

Education (10%): A Master's degree in management, strategy, administration or related field is required.

Experience (40%): At least five years of experience, with some part preferably in a developing country context, in various aspects of career development, coaching, and mentoring.

Knowledge (25%): Demonstrated ability in developing and maintaining counterpart contacts and relationships including with various stakeholders. This includes contacts with host government counterparts, other donors, and USG agencies to best align career development options with various related entities and under host country law. The position requires strong communications, mentoring, interpersonal, teamwork, and leadership skills, as well as the ability to prepare reports and technical and

policy briefs sometimes with short deadlines. Ability to interact and work effectively with organizational management and support offices. Previous experience in or knowledge of US Government personnel recruitment, career development, and related areas is highly desirable.

Skills, Abilities, and References (25%): Outstanding communication and organizational skills, ability to deal tactfully and convincingly with others in the coordination of policies, procedures, and other requirements of the position. Outstanding presentation, facilitation, and negotiation skills. Positive references from previous direct supervisors.

A detailed job description for the position can be obtained by visiting USAID/Nepal website at <http://www.usaid.gov/nepal/careers> or by contacting USAID/Nepal Human Resources Office.

Please send your application to the attention of USAID/Nepal Human Resources Office, US Embassy Maharajgunj, G.P.O. Box. 295, Kathmandu, Nepal. Applications may be sent electronically to: USAIDNepalHR@usaid.gov.

The application must include the following:

1. Application for employment form AID-302-3
2. A brief narrative demonstrating how education, experience, and skills address the requirements listed under required qualifications.
3. Resume not exceeding 3 pages in length.
4. Names and contact details for three references.

Statement of Work

1. **Position Title:** Professional Development Advisor
2. **Market Value:** GS-12
3. **Organization Location:** USAID/Nepal Director's Office (DIR)
4. **Position Title of Direct Supervisor:** Deputy Mission Director
5. **Supervisory Controls:** Is expected to work independently, receiving only general guidance from the Deputy Mission Director

Introduction

Nepal is a focus country for several key Administration initiatives, including the Feed the Future food security, Global Health, and Global Climate Change initiatives, which, along with other Administration and Congressional priorities, has dramatically increased the complexity of work for US and local staff members.

Due to the size of the program, the increase in the complexity and volume of the programmatic and administrative workload, the size and varying levels of experience of staff, in particular Foreign Service Nationals, and a focus on quality improvement led by senior Mission management, an Advisor to the USAID Front Office, reporting directly to the Deputy Mission Director, is required to ensure maximization of local staff productivity, professional development, and technical contributions.

The Advisor works under the direct supervision of the Deputy Mission Director and in strong coordination with the Supervisory Executive Officer (EXO). When assigned by the Deputy (and/or Director) s/he represents USAID to other USG agencies on issues related to FSN empowerment and professional development. S/He may also be called upon to ensure broad concurrence with FSN empowerment policies within the US interagency at Embassy Kathmandu, and possibly support other sections as they contemplate next steps on FSN empowerment issues.

Due to the vestiges of caste and gender roles, this position is seen as critical in ensuring broad and even application of equal employment opportunity guidelines for FSN staff and will serve as the vanguard in promoting an inclusive work environment that values local employee leadership and contributions across all strata of Nepali society found within USAID/Nepal's ranks.

Duties and Responsibilities of the Position

The Advisor will provide technical and management support for FSN empowerment activities, including support for the extensive review, analysis, and implementation of personnel approaches designed to maximize employee engagement and leadership. S/he will coordinate extensively with the Executive Office, with particular attention to FSN oriented human resource and professional development requirements. Outcomes of the position include:

- Analysis of current professional development policies and ways to expand professional development opportunities to best support Mission needs, based on input from Mission management, office directors, and staff
- Drafting of professional development strategy and action plan
- Implementation of aforementioned strategy and action plan
- Individual career counseling
- Preparation of a statement of work to procure a professional coach for the Mission, and

- procurement and start-up of such services
- Review professional development approaches used by other Missions and their possible application in Nepal.

Position Requirements

The Advisor will be required to have the academic background and work experience necessary to immediately support FSN empowerment initiatives. S/he must possess expert-level technical knowledge and have demonstrated expertise in career development and mentorship, limited project management and project design, and oversight. The Advisor will be expected to quickly learn the unique nature of FSN professional development fundamentals, including by engaging with Nepal Mission staff, other Missions, and USAID/Washington. The Advisor will be expected to serve as a mentor for USAID's Nepali staff and engage with American Junior Officers to proactively enhance their capacity and technical knowledge.

The Advisor will report to the Deputy Mission Director, but s/he will be expected to operate with great independence in dealing with FSN personnel and empowerment issues. S/he will have considerable latitude in the exercise of her/his duties for program design, management, and evaluation, and for the identification and resolution of issues affecting FSN staff performance using various methods proven in the Nepali and other contexts to improve FSN leadership roles and capacities at USAID/Nepal.

Qualifications: Education/Experience Required for the Position

This is a mid-level position in a high-profile USG foreign assistance program that requires extensive knowledge, experience, maturity, and an ability to function in a complex, highly demanding, and often uncertain environment. The ideal candidate will have extensive experience in varied aspects of professional development. Minimum qualifications include a graduate degree in leadership, strategy, management, business, administration, or something of equivalence. Five years of experience is required, with a preference for some this period spent in a developing country context.

Specific characteristics of the ideal candidate include:

- A Master's degree in related field as noted above.
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- Experience working with minimal oversight to accomplish complex and demanding tasks that require both technical and managerial expertise. This includes complex negotiation of new approaches to professional development/leadership; and ability to independently conduct research, analysis, and reports that both inform and guide USAID professional development choices for Foreign Service Nationals and recently-hired USAID direct hire staff.

- Ability to maintain an accelerated work pace in order to produce results under scrutiny and visibility.
- Strong communications, interpersonal, teamwork, mentoring, and leadership skills. Ability to prepare reports and technical and policy briefs, sometimes with short deadlines. Experience with the management and leadership of teams. Ability to interact and work effectively with organizational management and support offices. Experience and comfort with management information systems.

Selection Criteria (beyond minimum qualifications)

The candidate should be available to begin employment under this contract within 1 month of an offer of employment.

Education (10%): A Master's degree in management, strategy, administration or related field is required.

Experience (40%): At least five years of experience, with some part preferably in a developing country context, in various aspects of career development, coaching, and mentoring.

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Skills, Abilities, and References (25%): Outstanding communication and organizational skills, ability to deal tactfully and convincingly with others in the coordination of policies, procedures, and other requirements of the position. Outstanding presentation, facilitation, and negotiation skills. Positive references from previous direct supervisors.

Position Elements

Language: English language proficiency is a pre-qualification. The candidate must have excellent and demonstrated English oral and written communication skills. There is no requirement for local language proficiency.

Supervision Exercised: None

Supervision Received: The immediate supervisor is the Deputy Mission Director. The Advisor will be expected to operate with great independence in dealing with complex career development issues and within the US Government interagency to ensure smooth and even application of FSN empowerment and leadership development.

Term of Performance

The term of the contract will be for six months from on/about August 1, 2017 until on or about February 1, 2018. Based upon contractor performance, continued Mission requirements and the

continued availability of funds, the contract may be extended. Within 2 weeks after written notice from the Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, the incumbent shall start to perform the above services which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position has been classified as equivalent to a GS-12 position in the USG Civil Service. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

FICA and federal income tax will be withheld by USAID.

Principal Work Relationships

1. Staff of USAID/Nepal and US Embassy
2. Officials of other USG agencies/departments
3. Representatives of other international donors
4. Officials of the Government of Nepal
5. USAID grantees, PVOs, and NGOs
6. Representatives of host country private firms
7. Representatives of US and third country private firms
8. Administrative Management of Asia Bureau and USAID